



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

PROGRAM ANAYLST III

Posting Number

PN# 109801

Department

Health & Human Services Department

Division

Disease Prevention and Control

Section

Bureau of HIV/STD Prevention

Reporting Location

8000 N. Stadium Dr.

Workdays & Hours

M – F, 8 a.m. – 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides complex and responsible technical support in computer programming and systems design, testing, implementation, and maintenance.

CORE FUNCTIONS

- Designs and implements computer database for all HIV/STD prevention activities.
- Develops and maintains systems documentation and user operations manuals.
- Designs, writes, codes, and implements computer programs.
- Serves as an Administrator for mandated Program Evaluation and Monitoring System (PEMS).
- Analyzes communication problems relating to computer hardware and software.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three years of experience in systems analysis, design, programming and/or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

PREFERENCES

- Experience in systems analysis, design, and programming.
- Strong technical computer and written communication skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITON

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 22

\$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually

OPENING DATE

April 5, 2006

CLOSING DATE

April 18, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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